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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Colonel Matthew Baird, Director of Training, DATE: August 22, 1952  
Central Intelligence Agency

FROM : Norman Burns, Director, NB,  
Foreign Service Institute, Department of State

SUBJECT: Lecture on CIA Activities to the Intermediate Course on Foreign  
Affairs at the Foreign Service Institute.

It would be very much appreciated if you would designate an appropriate officer to address the Intermediate Course on Foreign Affairs on CIA Activities, with special reference to the foreign field, on September 4, 1952.

The Intermediate Course is a four months' full-time training program for Foreign Service Officers of Classes 4 and 5 returning from the field. It is designed to provide a comprehensive survey of U. S. foreign policies and programs and to give the officers training in the analysis and solution of foreign policy problems. The present group comprises twenty officers, about half of whom have recently returned from assignments in Germany. The entire group has been cleared for access to Top Secret material.

The proposed lecture on CIA Activities is planned as one of a group of three lectures on the general topic of the Collection of Intelligence. These are as follows:

Sept. 4  
9 AM

National Intelligence  
Net Work of the U. S.

Allan Evans, Director,  
Office of Intelligence  
Research, OIR

2 PM

Foreign Intelligence  
Activities of CIA

Sept. 5  
9 AM

Intelligence Role of  
the Foreign Service  
Officer

Richard M. Scammon, Chief,  
Division of Research for  
Western Europe, OIR

We understand that this lecture has been discussed by Mr. L. Douglas Heck, OLI, with Mr. Richard Helms, and that the latter has indicated a willingness to present the topic above indicated.

The Intermediate

- 2 -

The Intermediate Course regularly meets in Room 510, State Annex No. 6, 2115 C Street, N. W.

Your cooperation in this matter will be very much appreciated.

CC: Mr. Richard Helms, CIA

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